

# NORTHERN New Mexico College

SC142012



BUDGET APPROVAL

DEC 5 2013

NNMC  
BUSINESS OFFICE

## SERVICE CONTRACT

This agreement is made and entered into on **Wednesday, December 4, 2013**, by and between Northern New Mexico College, 921 Paseo de Oñate, Española, NM 87532, hereinafter referred to as "Northern," and **Maria Dolores Gonzales, PO Box 40175, Albuquerque, NM 87196**. It is hereby agreed between the parties:

1. **Scope:** To include coordinating site visits for clients interested in utilizing, NNMC El Rito campus facilities, working with the business office to ensure contracts are prepared for upcoming events, coordinating events with the College Events Committee designee Brandi Cordova to coordinate security, preparation and setup, campus notification, food services, housing and scheduling of staff personnel.

The Site Coordinator will also serve as a liaison to the Provost regarding academic activities that are held on the El Rito Campus and to the Vice President for Finance and Administration regarding any business or facility requirements for the day-to-day operations.

2. **Compensation:** Monthly contract amount: \$1,650. This amount includes all related expenses, travel, mileage, etc. Housing contract allowance: \$500
3. **Term:** December 4, 2013 through June 30, 2014, with renewal option.

Northern New Mexico College payment terms are as follows and must not be changed:  
**Net 30 Day Payment upon Receipt of Invoice.**

4. **Termination:**

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

5. **Budget Appropriation:**

The terms of this Agreement are contingent upon sufficient budget being available and authorization being made by the VP for Finance for the performance of the Agreement.



6. Release:

The Contractor, upon final payment of the amount due under this Agreement, releases Northern, its officers, and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind Northern to any obligation not assumed herein by Northern, unless the Contractor has express authority to do so, and then only within the strict limits of that authority.

7. Notice:

The Procurement Code, Sections 13-1-190 through 13-1-199, NMSA, 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

8. Equal Opportunity Compliance:

The Contractor agrees to abide by all Federal and State laws, rules, regulations, and executive orders of the governor of the State of New Mexico. The Contractor agrees to assure that no person in the United States shall, be excluded from employment on the basis of sexual preference, age, handicap, race, religion, color, national origin, ancestry, sex or medical condition, or participation within, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If the Contractor is found to be not in compliance with these requirements during the life of the Agreement, Contractor agrees to take appropriate steps to correct deficiencies.

9. Other Provisions:

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below.



**CONTRACTOR**

By: Maria Dolores Gonzales

Maria Dolores Gonzales  
Contractor

12/4/13  
Date

Address: P.O. Box 40175

Telephone Number: 505-238-2466 Fax Number: \_\_\_\_\_

Social Security Number: 585-18-1913 DOB: 07/05/1996

CRS#: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_  
(If tax exempt is required)

Contractor ID Number: \_\_\_\_\_

\*\*\*\*\*

**NORTHERN NEW MEXICO COLLEGE:**

Requested By: Brandi Cordova 12/4/13  
Date

Account No.: 11000-1021-71258-131

Budget Approval: Ernest E. Chavez 12/5/13  
Date

Approved By: Dominique Sanchez 12/4/13  
VP for Finance & Administration Date



**NORTHERN NEW MEXICO COLLEGE**921 North Paseo de Oate  
Espanola, New Mexico 87532**PURCHASE ORDER NO. SC142012**

SC142012

Gonzales, Maria D.

Date: 12/10/13

Seller:

Gonzales, Maria D.  
P.O. Box 40175  
Albuquerque NM 87196

Ship To:

James Archuleta  
921 Paseo de Oate  
Montoya Bldg  
Espanola NM 87532

This purchase order number must appear on all invoices, packages, lading and correspondence.

Before payment can be made an original itemized invoice, referring to our purchase order number must be certified as follows: "I certify that the bill rendered herein is correct and just, that payment has not been received and that the services have been rendered, or the merchandise delivered."

Northern New Mexico College is Tax Exempt...  
Sales on Tangible Property is deductible from gross receipts tax pursuant to 72-16A-149 N.M.S.A., 1953.**NET 30 DAY PAYMENT UPON RECEIPT OF INVOICE**

Invoices must be mailed to Northern New Mexico College, Accounts Payable, 921 North Paseo de Oate, Montoya Building, Espanola, NM 87532, on day of shipment. Please direct inquiries concerning invoices to 505-747-2135.

FOB Destination. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified herein.

**DELIVER BY: 06/30/14****DELIVERY: 8 a.m. - 4 p.m. Mon.-Fri. 24 hour notice for large deliveries is recommended. Please call 505-747-2176 to make arrangements.****DIRECT ALL INQUIRIES TO THE PURCHASING OFFICE**

Item	Description	Quantity	Unit Price	Total
1	Service Contract:Site Coordinator El Rito Campus To Include: Coordinating Site visits for Clients Intersted in utilizing NNMC El Rito Campus Contracts for upcoming events, coordinate College events with designee Brandi Cordova, Security, setup,campus notification, food services, housing scheduling of staff personnel Liaison to the Provost regarding academic activites held at El Rito Campus Vice President for Finance and Administration any Business day-to-day operations. Commence: December 4, 2013 Terminate: June 30, 2014	1.00 NTE	11,550.0000	11,550.00
			<b>PO Total</b>	<b>CONTINUED</b>

**PER YOUR REQUEST: CONFIRMATION OF PURCHASE ORDER - DO NOT DUPLICATE ORDER...**Seller: Please send acknowledgement of this order, and address  
all inquiries concerning this order, to the Purchasing  
Office, 921 North Paseo de Oate, Montoya Building, Espanola, New Mexico 87532  
Telephone No. 505-747-2100  
FAX No. 505-747-2801**NORTHERN NEW MEXICO COLLEGE**

BUYER: Tammy Salter

**PURCHASING COPY**

Director of Financial Services

# NORTHERN NEW MEXICO COLLEGE

**921 North Paseo de Onate  
Española, New Mexico 87532**

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